

PAPER MILL PLAYHOUSE

Stage Management Intern (multiple positions available)

Program: Paper Mill Playhouse Summer Conservatory

Status: Part-Time, Seasonal

Compensation: \$16.50 / hour

Dates: June 25, 2026 – August 7, 2026

Weekly Schedule: Approximately 30 hours per week; 8:30a – 5:30p

Location: Millburn, NJ and Memorial Auditorium, Montclair State University, Montclair, NJ

Reports to: Summer Programs Coordinator

Position Overview

Paper Mill Playhouse seeks enthusiastic Stage Management Interns to support our Summer Conservatory for students ages 10-18. Each Intern will be responsible for a section of the New Voices concert working closely with the Directors and Choreographers of that section as well as the faculty and staff of the Summer Conservatory as a whole. Day-to-day duties will include setting up rehearsals, performance paperwork, maintaining rehearsal rooms, contributing to rehearsal reports, and standard rehearsal support.

This position is a great fit for college students or early career professionals with interest in stage management and directing.

Key Responsibilities

- Support Creative Team and Production Stage Manager in preparation, rehearsals, and execution of a mainstage, fully designed mainstage show
- Track props, set pieces, costume needs, and script changes
- SM Interns will serve as an Assistant Stage Manager or Assistant Company Manager for the final week of the Conservatory leading up to the New Voices concert
- Create and maintain production paperwork
- Assist with setup and breakdown of rehearsal space
- Assist with rehearsal management, transitions, and maintaining a safe, inclusive, and positive learning environment
- Model positive behavior, focus, and enthusiasm for students
- Supervise students during arrival, dismissal, lunch and any breaks or transitions
- Communicate student needs or concerns to Faculty, Directors, and program staff
- Support performances, showings, or special events as assigned
- Support Directors of your assigned Section as well as Directors of the New Voices concert in a professional manner

Qualifications and Experience

- Past Stage Management experience in an educational, community or professional setting
- Experience working with children and/or teens in educational, theatrical, or camp settings
- Interest in theater, performance, or arts education (formal training not required)
- Strong communication skills and the ability to work collaboratively as part of a teaching team
- Patience, flexibility, and the ability to adapt to different age groups and learning styles
- Reliable, punctual, and professional in working with students and staff
- Comfort supporting positive classroom management and participant behaviors
- Ability to be active and engaged, including participating in physical theater activities
- Commitment to equity, diversity, and inclusion, with the ability to interact effectively with people of different cultures and socio-economic experiences, free from prejudice and aggression.
- Passion for theater and arts education and alignment with Paper Mill Playhouse's mission, values, and commitment to access, inclusion, and artistic excellence.
- Alignment with Paper Mill Playhouse's mission and values.

Program Schedule Overview: All dates & times subject to change

- June 25 & 26: Training & setup: 10am – 4pm daily
- Week of June 29: Monday – Friday 8:30am – 5:30pm*
- July 3: Closed in observance of July 4
- Week of July 6: Monday – Friday 8:30am – 5:30pm*
- Week of July 13: Monday – Friday 8:30am – 5:30pm*
- Week of July 20: Monday – Friday 8:30am – 5:30pm*
- Week of July 27: Monday – Thursday 8:30am – 5:30pm*
- Friday, July 31: 10am – 10pm
 - Performance #1: 7:30pm
- Saturday, August 1: 12pm – 10pm
 - Performance #2: 1:30pm
 - Performance #3: 7:30pm
- Week of August 3: Monday – Friday 10am – 4pm daily

*30 min unpaid lunch

Apply

Paper Mill Playhouse is committed to hiring high-caliber individuals of diverse backgrounds. We strive to provide our staff with a nurturing and inclusive environment, equal for all employees and optimal for their success.

To apply, send a resume and cover letter describing how your experience makes you the right candidate for this position to Summer@PaperMill.org with the subject line: SM INTERN. No phone calls, please.

The successful candidate will be required to authorize a background check, which will be conducted at Paper Mill's expense in full compliance with relevant law. The offer to the successful candidate will be contingent on the results of the background check.

About

Paper Mill Playhouse's **Summer Musical Theater Conservatory** is a five-week, audition-based program offering rigorous training in acting, voice, and dance, led by professional artists and culminating in the fully produced New Voices Concert.

About Paper Mill Playhouse

Founded in 1934, Paper Mill Playhouse has been a cherished New Jersey arts institution for more than 80 years. Paper Mill brings new American Musical Theater to life, with a national reputation that continues to grow. Collaboration with other regional theaters and leading independent producers brings over 200,000 New Jersey audience members annually the best in musical theater, from celebrated revivals to groundbreaking new works. In 2016, Paper Mill received the Regional Theatre Tony award in recognition of its contribution to the national field, the industry's highest honor.

Paper Mill Playhouse facilities include a 1,150-seat theater with attendant backstage dressing rooms, offices, and production support areas; front-of-house lobbies with bars, concessions and restroom facilities; an 80 seat restaurant; a small house with two apartments; 2,500 square feet of education studios; a NY Costume Shop; three parking lots and grounds.

Our Mission

Paper Mill Playhouse entertains, inspires, and enriches lives. As the nation's premier musical theater, we foster a creative environment to advance the art form, educate students, develop future theater lovers, nurture inclusion, and provide access for all.

Paper Mill Playhouse is an Equal Opportunity Employer where the spirit of inclusion feeds into everything we do. We are committed to providing an environment of mutual respect where

equal employment opportunities are available to all applicants and teammates. We strive to create opportunities, access, resources, and rewards that are available to and benefit everyone. Paper Mill Playhouse is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, creed, sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender equity, gender expression, and Veteran status.